



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-20		Date Received MAY 8 1973	Application No. / Date Completed 73-348 MAY 11 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Public Safety Staff Services Division - Management Services Section 959 E. Confederate Ave., S.E. Atlanta, Georgia 30301		4. Person to Contact Sergeant Portwood	5. Working Title Asst. Director
		6. Tel. No. 656-6059	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title Car Report Files
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10. What is the function of the office in which this record series is created?

The Staff Services Division is responsible for personnel administration including recruitment and disengagement of personnel and maintenance of personnel records. The division is further responsible for accounting for funds, receiving and disbursing funds and budgeting for funds. The division is further responsible for the procurement of supplies and equipment, their issuance and maintenance. The division is further responsible for planning and providing support to these operations including procedures writing, forms design, records management and reproduction services.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to accounting for funds expended in operation of vehicles to determine if vehicle is ready for sale and to determine order of vehicles for the next year.
Consists of car report (EDP-04)
File arranged by vehicle number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		6	9
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				6 feet	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's
				8 or 10 times day first 3 months after 3rd month seldom.	Preceding All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? ☒ [] [] *Post has copy.*
15. Is the information contained in this series ever summarized or published? ☒ [] [] *Attach copy of summary or publication. EDP Print-*
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [] *out, Treasurer's Office*
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ []
20. Does the record series provide data as input to an EDP file? ☒ [] []
21. Does the record series contain documentation produced as EDP printout? ☒ [] []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ []

24. REQUIREMENTS. The following requires the files to be kept 3 years:
Federal funds are used to buy a portion of vehicles.
- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

(Citation: Attachment "C" of Circular A-102 issued 10-19-71, by Executive Office of the President, Office of Management and Budget).

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER _____, then:
- ☐ Hold in the current files area _____ month(s)/_____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify) See attached sheet.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>[Signature]</i> Date <i>4-24-73</i>		OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>4-25-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Wallace M. Dejon</i>	<i>5-10-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>5-7-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	<i>5-10-73</i>

STATE RECORDS
COMMITTEE

Planning Office Copy: Cut off end of each fiscal year; then transfer to State Records Center, hold 3 years; then destroy. Records involved in any unresolved claim or audit question will be further retained until resolved.

(X) concur () nonconcur

H H Clark

Signature of Director of Management Services Section

State Patrol Post Copy: Hold in current files area 3 months; then destroy.

Computer Printout: Cut off each fiscal year; hold in current files area 1 year or until state audit is completed, whichever is later; then destroy.

(X) concur () nonconcur

J B Bailey

Signature of Treasurer